



Hometown Holidays

2014 Political Booth Registration Form

Please print or type all information clearly.

Organization Name _____ Contact Name _____

Address _____ City _____ State _____ ZIP _____

Phone _____ Fax _____ Web Site _____

Email _____

Festival Dates/Time:

Saturday, May 24 and Sunday, May 25, 2014. 2 p.m. to 8 p.m.

Booth Fee:

\$300 per booth. Please include check made payable to the City of Rockville with registration form.

SUBMIT TO CITY OF ROCKVILLE BY MAY 15, 2014

- ☐ Completed Registration Form
- ☐ Check made payable to the City of Rockville enclosed with completed registration form

CITY CONTACT

City of Rockville
Hometown Holidays
111 Maryland Ave.
Rockville, MD 20850

Colleen McQuitty
cmcquitty@rockvillemd.gov
P 240-314-8606
F 240-314-8659
www.rockvillemd.gov/events

Hometown Holidays

CONDITIONS OF THE EVENT

Deadline

All registration materials must be postmarked by May 15, 2014. However, we would prefer to receive registrations by May 2 if possible.

Booth Space

Booth space and locations are assigned based on availability and discretion of festival supervisors. The use of the locations is restricted to the applicant of whom it is assigned. A 10'x 10' tented space will be provided along with a 6' table and (2) chairs for the political organization.

All exhibitors are responsible for keeping their area clean during event hours, including clean up at the end of the event. All displays should be neat and clean throughout the event.

Equipment/Supplies

Each applicant is responsible for set-up and arrangement of own space. City will provide the tent, 1 table and 2 chairs. Political organizations are expected to provide booth signage, literature, staff as well as any other additional equipment/supplies. All displays must be easily removable. Please do NOT use tape to hang signage. Do NOT pass out balloons.

Load-in

Vehicles will not be allowed on-site until the City supervisor gives the authorization. Vehicles will be permitted on-site starting at 12 noon on Saturday, May 24 and Sunday, May 25. All vehicles must exit the site by 1 p.m. All booth displays must be set up by 1:45 p.m.

Parking

Parking will be available two blocks from the event site.

Remove Items

Each organization is responsible for removing all items from their political booth on both Saturday and Sunday by 8 p.m. Overnight security is not provided for political booths.

Participation

Organizations must have a representative occupying the booth at all times (Saturday and Sunday from 2 p.m. to 8 p.m.).

Load-out

We would prefer representatives carry any remaining supplies and equipment off site if at all possible. Arrangements may be made prior to the event if you foresee the need for vehicle access to the site for load out.